



RESIDENTIAL GUIDELINES

PROCEDURE FOR OBTAINING A PERMIT

1. Plan Review is only required for 1 and 2 family dwellings IF construction is 7,000 square feet or greater. If required, submit 1 set of plans to the Building Inspections Department. The set will be stamped and will be required to be on site until the final inspections are passed. See Commercial Plan Guidelines for plan requirements.
2. Permit Applications: Bring relevant information:
 - Owner's Name
 - Owner's Property Address
 - Owner's Contact Number
 - Directions to the Property (No Map Quest please)
 - Zoning Permit (either from county, Room 204, or corresponding municipality)
 - Flood approval by Rowan County, City of Salisbury, or City of Kannapolis
 - Map and Parcel Number verification (will be verified in Tax Assessor office, Room 201)
 - Environmental Permits – Well and Septic – as required (Room 107)
 - Lien Agent (can be obtained in BCE office)
 - Contractor's Name, Address, Contact Number, and License Number
 - Dimensions, Square Footage and Value of Construction
 - Information on who is providing Worker's Compensation – as required



Rowan County Building Inspections

402 North Main Street • Suite 207 • Salisbury, N.C. 28144-4341
Office: 704-216-8619 Fax: 704-638-3130

Website: www.rowancountync.gov • under “Departments” select “Building Inspections”

General Office Phone: 704.216.8619

- Ext. 0 = For immediate service (in queue)
- Ext. 1 = To schedule an inspection
- Ext. 2 = To speak to Permitting Desk
- Ext. 3 = For general questions
- Ext. 4 = To speak to the Director

Personnel	Cell Phone	Office Phone	Email
Thomas O’Kelly, Director	704.202.4132	704.216.8612	thomas.o’kelly@rowancountync.gov
David Prevette, Asst. Director	704.202.4127	704.216.8622	david.prevette@rowancountync.gov
Scott Lowder, Senior Inspector	704.239.8733	704.216.8617	jessie.lowder@rowancountync.gov
David Lowman, Inspector	704.202.4133	704.216.8613	david.lowman@rowancountync.gov
Lee Young, Inspector	704.202.7914	704.216.8624	Robbie.Young@rowancountync.gov
Rodney Newton, Inspector	704.213.7422	704.216.8616	rodney.newton@rowancountync.gov
John Cole, Inspector	704.223.1646	704.216.8615	John.Cole@rowancountync.gov
Curtis Allman, Inspector	704.245.4487	704.216.8625	Curtis.Allman@rowancountync.gov
Jennifer Curlee, Permitting		704.216.8597	jennifer.curlee@rowancountync.gov
Lisa Steele, Permitting		704-216-8610	lisa.steele@rowancountync.gov
Debra Horne, Rowan Co. Fire Marshall		704.216.8916	Deborah.Horne@rowancountync.gov
Terry Smith, City of Salisbury Fire Marshall		704.638.4467	tsmit@salisburync.gov

Inspections requested **before 4:00pm** will be scheduled for the next workday.
Inspections are completed from 8am to 4pm. We do not offer appointment times.

Scheduling Inspections

- a. Online requests (see RC-BI website schedule inspection form)
 - i. Requests will be confirmed by 4:00 PM
- b. Call RC-BI office personnel at 704.216.8597, 704.216.8610, or 704.216.8619 ext. 0
- c. IVR automated telephone system (see following pages)
 - i. Requests will be confirmed by 4:00 PM

List of Rowan County Architects and Engineers

Note: This list is provided as a courtesy only. Applicant may use any NC licensed design professional. Other Rowan County licensed design professionals need only request our office to be added to this list.

Architects:

JP+A Architect 704-637-3211
KKA Architects 704-642-0071
Ramsay Burgin Smith 704-633-3121
Stout Studios 704-603-8117
The Bogle Firm 704-213-4553

Plumbing & Mechanical Engineers

Basinger Designs 704-796-1445
Bowers Consulting 704.630.0075
S. E. Collins Engineers 704.638.6337

Electrical Engineers

Basinger Designs 704-796-1445

Structural Engineers:

Basinger Designs 704-796-1445
Morton Engineering 704-857-0252
Andy Eller 704-633-6124x121



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Details for using Rowan County Schedule Inspection Form (Online)

Go to Website: www.rowancountync.gov

Click on *Departments* (on left)

Click on *BUILDING INSPECTIONS*

Click on *SCHEDULE INSPECTION FORM*

Enter information onto form, click *Submit*

At this point an email will be send to the Permit Assistants

****Please be aware our CUT OFF TIME
FOR NEXT DAY INSPECTIONS IS 4PM****



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IVR Phone System Information Sheet

Dial 1.866.701.3354 to Enter into System

When prompted enter in permit number (ONLY last four or five digits of permit)

For example permit PLUM-9-09-19414, enter 1 9 4 1 4

The system will state the address associated with the permit number

Then asks if this is the correct address

Press 1 for Yes Press 2 for No

Permit Menu

Press 1 to Request New Inspection

Press 2 to Submit Cancellation of a Pending Inspection

Press 3 to Submit a Date Change for a Pending Inspection

Press 4 to Check Inspection or Permit Status

Press 9 to Return to the Main Menu

Request New Inspection (Press 1)

Prompts for the Inspection Reference Number (The 3 DIGIT IVR Number on the Inspection Handout)

The system will also list available inspections for that permit if you do not have an IVR list available.

Press 8 to Return to Previous Menu or

Enter the 3 Digit IVR Number

Press 1 for next business day (The system will say Day, Month, Date)

Press 0 to Return to Previous Menu

WE ASK THAT YOU NOT SCHEDULE MORE THAN ONE BUSINESS DAY OUT
PLEASE REMEMBER THAT 4PM IS STILL OUR CUT OFF TIME FOR INSPECTIONS

Submit Cancellation of a Pending Inspection (Press 2)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be cancelled – The inspection has to be cancelled before the day of inspection

Submit a Date Change for a Pending Inspection (Press 3)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be changed – The inspection has to be changed before the day of inspection

Check Inspection or Permit Status (Press 4)

Press 1 for Permit Status

Press 2 for Status of Inspection

Press 8 for Previous Menu

Press 9 for Main Menu

Permit Status (Press 1) - System states status

Remember: 'Signatures Needed' means the Inspections Dept. need Signatures to Schedule Inspections

'Hold for Flood' means the Flood Admin. in Planning needs to Inspect or a Survey is needed

Status of Inspection (Press 2)

Press 1 for Past Week of Inspections

Press 2 for last 2 Weeks of Inspections

Press 3 for last Month of Inspections

Press 4 for all Inspections

Press 8 for Previous Menu

Press 9 for Main Menu



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Rowan County Building Inspections – Inspection Descriptions

IVR

Building or Framing Inspections

Building Footing	Excavated area for building support *** Port a John required at first inspection***	100
Building Foundation	Basement/Crawl Space area (Includes Footing Projection Inspection) *** Port a John required at first inspection***	105
Building Footing Projection	Checking proper projection around walls or piers	110
Building Open Floor	Checking floor joists and girder locations on piers and walls before sheathing or sub floor is applied	115
Building Monolithic Slab	Footing and Slab as one pour *** Port a John required at first inspection***	120
Building Slab	Concrete pour used for building floor	125
Building Sheathing, Flashing & Windows	Checking fastening schedule for sheathing and/or wrap around walls and windows for waterproofing needs	130
Building Waterproofing	Seal applied to walls around foundation to prevent water infiltration	135
Building Drainage	Pipe and gravel for drainage	140
Building Lintels	Inspect Metal L beam to support Brick Veneer	145
Building Framing for Residential	All framing work for residential structure before sheetrock or insulation installed	150
Building Chimney	The clearances from combustibles and chimney throat and/or damper area	155
Building Insulation	Wall Cavities and Baffles in attic	160
Building Final for Residential	To final all work for residential structure	165
Building Above Ceiling Rough In	All framing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	170
Building Framing for Commercial	All framing work for commercial structure before sheetrock or insulation installed – Commercial	175
Building Fire Rated Assemblies	Inspect fire rated construction – walls, columns, beams, girders, floor, ceiling and/or roof assemblies	180
Building Final for Commercial	To final all work for commercial structure	185

Electrical Inspections

Electrical Builder's Service	Same as Saw Service – Check Electrical for Temporary Electrical Service used for building purposes	200
Electrical Underslab Rough In	All electrical lines ran before slab is poured over them	205
Electrical Under Ground Lines	All electrical lines ran underground	210
Electrical Rough In	All electrical work for commercial or residential structure before sheetrock or insulation installed	215
Electrical Change of Service	Check electrical changes for Increasing or Decreasing amps or volts to a structure's electrical service	220
Electrical Conditional Power	Check electrical for 90 day temporary electrical service – NOT FOR OCCUPANCY -	225
Electrical Above Ceiling Rough In	All electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	230
Electrical Above Ceiling Final	To final all electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	235
Electrical Final	To final all electrical work for commercial or residential structure	240

Mechanical Inspections

Mechanical Under Ground Gas Lines	All gas lines ran underground	300
Mechanical Rough In	All mechanical work for commercial or residential structure before sheetrock or insulation installed	305
Gas Rough In	All gas line work for commercial or residential during rough in stages	310
Mechanical Gas Pressure	Test pressure on gas lines	315
Mechanical Above Ceiling Rough In	All mechanical work above ceiling before lay in ceiling or sheet rock is installed –Commercial	320
Mechanical Above Ceiling Final	To final all mechanical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	325
Mechanical Conditional Gas	90 day temporary gas service – NOT FOR OCCUPANCY -	330
Mechanical Final	To final all mechanical work for commercial or residential structure	335

Plumbing Inspections

Plumbing Underslab Rough In	All plumbing lines ran before slab is poured over them	400
Plumbing Rough In	All plumbing work for commercial or residential structure before sheetrock or insulation installed	405
Plumbing Shower Pan	Rubber Membrane inspection before tile or sheetrock is put up around shower or tub fixture	410
Plumbing Sewer Tap	Drainage connection to septic tank or utilities sewer system for commercial or residential structure	415
Plumbing Water Service Line	Under ground water pipe from well or utilities services for commercial or residential structure	420
Plumbing Above Ceiling Rough In	All plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	425



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Plumbing Above Ceiling Final	To final all plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	430
Plumbing Final	To final all plumbing work for commercial or residential structure	435

Mobile Home Setup Inspections

Mobile Home Footing	Excavated area for manufactured home support	500
Mobile Home Support System	Tie Downs, Set Up and Completed Trades under manufactured home before underpinning	505
Mobile Home Bolt Up	Mobile home halves at marriage wall connections – Not for singlewides	510
Mobile Home Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	515
Mobile Home Water Service Line	Under ground water pipe from well or utilities services for manufactured home	520
Mobile Home Electrical Rough In	All electrical work for mobile home structure before finals	525
Mobile Home Mechanical Rough In	All mechanical work for mobile home structure before finals	530
Mobile Home Plumbing Rough In	All plumbing work for mobile home structure before finals	535
Mobile Home Electrical Final	To final all mechanical work for mobile home structure	540
Mobile Home Mechanical Final	To final all plumbing work for mobile home structure	545
Mobile Home Plumbing Final	To final all electrical work for mobile home structure	550
Mobile Home Final	Final for Manufactured Home – includes underpinning and decks/porches	555

Modular Home Inspections

Modular Footing	Excavated area for modular building support	600
Modular Foundation	Basement or Crawl Space area for modular structure	605
Modular Bolt Up	Modular home halves at marriage wall connections – not for singlewides	610
Modular Building Rough In	All framing work for modular structure before sheetrock or insulation installed	615
Modular Electrical Rough In	All electrical work for modular structure before sheetrock or insulation installed	620
Modular Mechanical Rough In	All mechanical work for modular structure before sheetrock or insulation installed	625
Modular Plumbing Rough In	All plumbing work for modular structure before sheetrock or insulation installed	630
Modular Water Proofing or Drainage	Seal applied to walls around foundation to prevent water infiltration and/or pipe and gravel for drainage	635
Modular Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	640
Modular Water Service Line	Under ground water pipe from well or utilities services for modular home	645
Modular Mechanical Final	To final all mechanical work for modular structure	650
Modular Plumbing Final	To final all plumbing work for modular structure	655
Modular Electrical Final	To final all electrical work for modular structure	660
Modular Building Final	To final all framing work for modular structure	665

Pool Installation Inspections

Pool Wet Niche	Ground electrode connection to Wet Niche light fixture and potting compound installation	700
Pool Electrical Underground Lines	All electrical work for pool structure before pool final	705
Pool Structural Steel Bonding Grid	If concrete pool – Structural Steel – interior perimeter around pool	710
Pool Perimeter Bonding Grid	Ground electrode connections from pump to bonding grid, Ladders, Handrails, Diving Boards, etc	715
Pool Electrical Rough In	All piping to motor from power supply – wiring from pump to point of delivery – and all other electrical wiring	720
Pool Electrical Final	Final all electrical work for pool structure	725
Pool Final	Final all concrete and/or frame work on pool structure and fence area	730

Special Permit Inspections

ABC	To inspect a building to sell alcoholic beverages	905
Day Care	Inspect building for use of day care	910
Group Care	Inspect building for use of group care	915



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Citizen Access on the Web

Connect to

www.rowancountync.gov/energov

and create a New Account

**Your information will then be
sent into the system where one of the office staff
will connect your information to the active permit information
You can not create an account without a permit.**



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NC LIEN AGENT LAW

Effective Date: April 1, 2013

NC General Assembly Session Law 2012-158:

In order for an inspections office to issue any permit, the Property Owner or contractor acting on their behalf must **identify a lien agent** and provide the inspections office with the information listed below.

Exceptions:

- 1) Project cost is less than \$30,000
- 2) Project is an improvement to an existing single-family residential dwelling used by the owner as a residence
- 3) Project for which first furnishing of labor or materials at the site was prior to April 1, 2013

Information to provide:

- 1) Name of Lien Agent
- 2) Lien Agent Contact Information including
 - a. Mailing address
 - b. Physical address
 - c. Telephone number
 - d. Fax number
 - e. Email address

How to Identify Lien Agent:

- 1) Visit www.liensnc.com and follow instructions.
- 2) Rowan County will provide a computer station in our inspections office for this search.
- 3) Fees for lien agent
 - a. \$25 for residential project
 - b. \$50 for commercial project
 - c. Paid directly to the Lien Agent

Purpose: to resolve the hidden lien issues associated with construction projects.

Example: Joe Smith hires GC Contractors to build a home. GC Contractor hires Shady Painting. Shady Painting purchases materials & supplies from Mixin' It Up Paint Store. Shady performs all painting required on the job and is paid in full by GC Contractors. However, it turns out that Shady has not been paying his suppliers and thus goes out of business / files bankruptcy. Mixin' It Up Paint Store had not been paid and so they file a lien against the home that either Joe Smith or GC Contractors will have to pay – even though they've already paid Shady's bill which included the price of materials and supplies.

NC General Statute 160A-417:

"No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued."



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**Owner Exemption Affidavit
Pursuant to G.S. 87-14(a)(1)**

Owner Acting As Their Own Contractor

Address and Parcel identification of Real Property where building is to be Constructed or Altered:

Tax Map and Parcel _____ Address _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. _____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

-OR-

_____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above. The name of the firm or corporation is: _____.
2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.
3. _____ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
4. _____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1 (b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

Signature of Affiant

Date

_____ County, North Carolina

I, _____, Notary Public, do hereby certify that _____ personally appeared before me and acknowledged the execution of the foregoing instrument. Witness my hand and notarial seal this _____ day of _____, _____.

Notary Public

-Notary Seal-

My Commission Expires



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Additional Data.

The inspection department may require details, computations, stress diagrams or documentation sealed by a registered design professional and other data necessary to describe the construction or installation of a system.

North Carolina State Building Code: Administrative Code and Policies 2012 Addition, Sec. 106.2.2

Final Inspections.

Final inspections shall be made for each trade after completion of the work authorized under the technical codes.

North Carolina State Building Code: Administrative Code and Policies 2012 Addition, Sec. 107.1.8